**CALL FOR TENDERS**

**for the production of visibility materials, promotional videos and publication services in North Macedonia**

**2023/AO/98**

|  |  |
| --- | --- |
| **Object of the procurement procedure ►** | Production of visibility materials, promotional videos and publication services in North Macedonia |
| **Project ►** | Council of Europe Programme Office in Skopje |
| **Organisation and buying entity ►** | Council of Europe  Council of Europe Programme Office in Skopje  North Macedonia |
| **Type of contract ►** | **Framework Agreement** |
| **Duration ►** | Until 31 August 2027 |
| **Expected starting date ►** | 01 February 2024 |
| **Tender Notice Issuance date ►** | 30 November 2023 |
| **Deadline for tendering ►** | 21 December 2023 23h59 CET |

**TABLE OF CONTENTS**

This Tender File contains:

* [**The TERMS OF REFERENCE** 3](#_Toc445392375)

The TERMS OF REFERENCE describe what will be expected from the selected Providers.

* [**The TENDER RULES** 9](#_Toc445392376)

The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.

* **The ACT OF ENGAGEMENT** **(See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers throughout the duration of the agreement.

**HOW DOES A FRAMEWORK AGREEMENT WORK?**

**Stage 1:**

**Pre-selection** of qualified Providers through a call for tenders and signature of a framework agreement with all the pre-selected Providers.

**Stage 2:**

**Competitive procedures (call-offs)** are organised among the pre-selected Providers each time a need arises.

**Execution** as from the date of signature of each Call-off, unless the Call-off concerned provides otherwise.

**HOW TO SUBMIT A TENDER?**

**Step 1:** Read the **TENDER FILE**

**Step 2:** Complete the **ACT OF ENGAGEMENT** andcollect therequired **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

**Step 3:** Send your **TENDER**, in accordance with the Tender Rules (see below)

**PART I –TERMS OF REFERENCE**

**CALL FOR TENDERS**

**for the production of visibility materials, promotional videos and publication services in North Macedonia**

**2023/AO/98**

1. **Background**

The Council of Europe[[1]](#footnote-1) (hereinafter “the Council”) is an international organisation, based in Strasbourg and encompasses 46 European States. It was set up on 5 May 1949 to promote democracy, human rights and the rule of law, and to develop common responses to political, social, cultural and legal challenges in its member States.

The Council of Europe Programme Office in Skopje (North Macedonia) is implementing several joint programmes, including the actions co-funded by the European Union and the Council of Europe under the Horizontal Facility for the Western Balkans and Türkiye – Phase III; other joint programmes of the European Union and the Council of Europe, as well as the actions funded by the voluntary contributions, such as the Project “Quality Education for All – North Macedonia”, implemented by the Council of Europe. The projects that can refer to the Framework Agreement concluded following the present call for tenders are not limited to those mentioned above. The implemented actions pursued objectives related to strengthening justice, fighting corruption and economic crime, promoting anti-discrimination and protection of the rights of vulnerable groups, as well as promoting and protecting freedom of expression and media.

The Council of Europe Programme Office in Skopje is looking for a minimum of 3 (three) and maximum of 7 (seven) Providers (provided enough tenders meet the criteria indicated below) for each of the two lots indicated below with a particular expertise in the relevant field(s) in order to support the implementation of the Council of Europe co-operation programmes as well as any other activity organised by the Council of Europe in the implementation of its programme of activities in North Macedonia.

The volume of work which the framework agreement is intended to cover is highly unpredictable and is currently estimated to cover visibility materials and/or production of promotional videos for around 300 activities to be held until 31 August 2027, while the total amount of the object of present tender should in principle not exceed 150,000.00 Euros. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Agreement may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

1. **LOTS**

The present tendering procedure is divided into the following lots:

|  |  |
| --- | --- |
| Lots | Minimum and maximum number of Providers to be selected |
| Lot 1: Visibility and Publishing services | 3 - 7 |
| Lot 2: Production of short promotional videos | 3 - 7 |

**Lot 1 concerns**:

Design and production of:

* Visibility items**:** Folders, Notebooks, Banners, Eco-friendly bags, Pens, Certificates, Eco-friendly USB, T-shirts with logo, business cards etc.;
* Publications, Reports, Studies, Analysis, Guides, Leaflets, Posters, Handouts etc.

**Lot 2 concerns:**

Production of short videos (up to 60 seconds):

* Short Standard Videos;
* Short Animated Videos;
* Short Stop-Motion Videos.

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

1. **EXPECTED SERVICES**

Throughout the duration of the Framework Agreement, pre-selected Providers may be asked to provide the following types of deliverables:

**Under LOT 1:**

* Production of visibility materials (including folders, notepads, pens, banners, bags, USBs, certificates, etc);
* Graphic design, editing and other necessary preparations related to the production of visibility and promotional materials and publications;
* Production of printed materials in black and white and/or colour;
* Different types of binding services;
* Delivery of materials to Council of Europe Programme Office in Skopje or other location as stipulated during the call-off procedure, including door-to-door delivery;

**Under LOT 2:**

* Developing a video production script based on the type of video required;
* Designing Storyboards;
* Recording the voice over in one and/or multiple languages as required by the project;
* Post-production: image and sound editing.

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to them.

1. **FEES**

Tenderers will be requested to tender, including with regard to fees, through subsequent competitive procedures (call-offs), which will be held after the signature of this agreement (see below Section D for more details about call-offs procedure).

1. **HOW WILL THIS FRAMEWORK AGREEMENT WORK? (CALL-OFFs PROCEDURE)**

Throughout the duration of this Framework Agreement, the pre-selected Providers will benefit from exclusivity, within the limits of the scope of this Agreement.

1. **1st stage: Selection and signature of the Framework Agreement**

The Council of Europe will select a minimum of 3 (three) and maximum of 7 (seven) Providers, provided that there are sufficient tenderers satisfying the exclusion and eligibility criteria. In case the number of eligible tenderers exceeds the maximum number of Providers to be selected, the Council of Europe reserves the right to give preference to tenderers who score the highest on the basis of the award criteria (see Section E below).

A signed copy of the Act of Engagement will be returned to the pre-selected Providers. The Framework Agreement will subsequently be considered as concluded between the Council of Europe and these pre-selected Providers.

1. **2nd Stage: Award of subsequent call-offs**

Once the Framework Agreement is signed, further competitive procedures will be launched to determine which of the pre-selected Providers will provide the services.

During the execution period of the Framework Agreement, tendering procedures, referred to as “call-offs”, will be launched each time a new need for services arises. For these call-offs, only the pre-selected Providers will be invited to submit tenders.

For each call-off, the pre-selected Providers will be notified of the terms of reference, and, where relevant, additional tender rules and additional legal conditions applicable. Each notification will indicate the deadline for the submission of tenders, along with all supporting documents, taking into account the complexity of the call-off concerned. Call-off tenders received after the deadline shall not be considered.

For more information about the call-off procedure, see the applicable legal conditions (as reproduced in the Act of Engagement).

The Council reserves the right to contract with third parties if the offers presented by the pre-selected Providers do not satisfy the applicable professional standards, do not cover the entire scope of the Council of Europe’s needs or if no suitable offer is presented.

Unless different award criteria are laid down in the terms of reference of the call-off, the award criteria below (See Section E.3) will be applied to each call-off in order to identify which offer provides the best value for money.

1. **Award criteria and weighting for the subsequent call-offs**

* (60%) **Capacity to provide the requested services, including:**
  + the **technical requirements** of the call-off;
  + the **quality requirements** of the call-off;
  + the **human resources** allocated.
* (40%) **Financial offer**

The above criteria will be assessed on the basis of the documents identified/requested by the Council in each individual call-off.

1. **Management of the Framework Agreement**
2. **Within the Council of Europe**

The framework agreement will be managed by the Council of Europe Programme Office in Skopje, which will be the unique contact point between the Council of Europe and the Providers, even in cases where call-offs are launched to cover the needs of the Council of Europe Headquarters and/or Offices.

Throughout the duration of the framework agreement, selected Providers will be in contact with members of Council of Europe staff to coordinate events in the context of individual call-offs.

1. **Within the selected Providers**

Each service provider shall designate one contact point (key interlocutor) to manage the overall framework agreement, including responding to call-offs (see Article 4 and 9 of the legal terms and conditions, as reproduced in the Act of Engagement).

The key interlocutor on behalf of the Provider must be available for frequent communication concerning any element of the printing and/or design of products for which the Provider has been awarded call-off contract. At least one staff member of the Provider acting as contact point must be present in Skopje for the duration of the contract to facilitate communication and organisation.

Call-offs may be launched for specific activities within a given Action. For ease of management, it is expected that one contact point (which may be the same or different to the key interlocutor) within the Provider will manage all call-offs per project.

The contact point for each Action, within each selected Provider, will coordinate and verify/ensure the delivery of the requested services. This person must be available on request during business hours, to ensure the smooth running of the activity concerned and deal with any problems that arise.

1. **ASSESSMENT (1st STAGE OF THE FRAMEWORK AGREEMENT)**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations) [[2]](#footnote-2)

Tenderers shall be excluded from participating in this tender procedure if they:

* have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
* are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
* have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
* do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
* are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
* have been involved in mismanagement of the Council of Europe funds or public funds;
* are or appear to be in a situation of conflict of interest;
* are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
* are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
* have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
* are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

*Eligibility criteria*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G)

**For LOT 1 :**

* Being registered as a company for performance of the subject services in North Macedonia and in accordance with the national legislation;
* Minimum 3 (three) years of experience in providing design and production of visibility items and publications;
* Sufficient financial capacity, namely an annual turnover of 2,000,000 MKD, for each financial year, over the last 3 (three) years of reference as demonstrated by supporting documents;
* Sufficient human capacity to execute the contract, namely at least 3 (three) permanent employees responsible for communication, design, and management of the call-offs.

**For LOT 2 :**

* Being registered as a company for performance of the subject services in North Macedonia and in accordance with the national legislation;
* Minimum 3 (three) years of experience in design and production of promotional videos;
* Sufficient financial capacity, namely an annual turnover of 2,000,000 MKD, for each financial year, over the last 3 (three) years of reference as demonstrated by supporting documents;
* Sufficient human capacity to execute the contract, namely at least 3 (three) permanent employees responsible for communication, design, and management of the call-offs.

*Award criteria*

If after the application of the eligibility criteria to the tenders received, there remain more Providers than the maximum number announced in this call, the Council of Europe shall proceed with a scoring of the eligible tenderers, on the basis of the following criteria:

**For LOT 1 and LOT 2:**

* Criterion 1: Experience and human capacity of the provider (50%), including:
  + Successful track record of delivering similar services in the last 3 (three) years;
  + Experience of the contact person and the designer in the relevant field;
  + Knowledge of Macedonian and English languages by the contact person and the designer, at least at the B2 CEFR level, would be considered to be an asset.
* Criterion 2: Technical capacity (50%), including:
  + Scope of services offered by the tenderer;
  + Technical equipment and software used by the tenderer.

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**

* **One** completed and signed copy of the Act of Engagement;[[3]](#footnote-3)
* A list of all owners and executive officers, for legal persons only;
* Registration documents (*ДРД образец*);
* List of main services provided by the tenderer for the last 3 (three) years;
* A copy of the audited financial statements of the company, or any equivalent document, for the past 3 (three) financial years (profit and loss account) and Auditor’s/accountant’s report indicating the annual turnover over the past 3 (three) years of reference according to the company’s practice, issued by the relevant authority in the country of registration;
* 3 (three) reference letters from customers, to demonstrate 3 years of experience in providing publications, design and production of visibility items during the period 2020 – 2023 AND/OR 3 (three) reference letters from customers, to demonstrate 3 years of experience in production of promotional videos during the period 2020 – 2023;
* CVs of the contact person, the designer and at least one more person assigned to the excution of this agreement, describing their experience, compentences and language skills (as referd to under Section E, Award Criteria of the Terms of Reference);
* List of technical equipment, tools and software to be used for performing the required services;
* (i) A Court Declaration (Потврда за неосудуваност) not older than 6 (six) months and (ii) Tax Declaration in a form of an Original Statement from the Tax office (or relevant Authority), that the tenderer has paid all the profit taxes and social insurance taxes (issued by relevant authorities not earlier than 2 (two) months before the deadline for submission of tenders).

**All documents shall be submitted in English, failure to do so will result in the exclusion of the tender. Documents in other languages must be translated in English language by official court translator and verified by a Notary Public in the country of registration. If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.**

**\* \* \***

# PART II – TENDER RULES

**CALL FOR TENDERS**

**FOR THE PRODUCTION OF VISIBILITY MATERIALS, PROMOTIONAL VIDEOS AND PUBLICATION SERVICES IN NORTH MACEDONIA**

**2023/AO/98**

**ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY**

* 1. **Name and address**

**COUNCIL OF EUROPE**

Council of Europe Programme Office in Skopje

Soravia Business Centre

Filip Vtori Makedonski, no. 3

Skopje, North Macedonia

* 1. **Background**

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are governed by the Financial Regulations of the Organisation and by Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.[[4]](#footnote-4)

Further details on the project are provided in the Terms of Reference.

**ARTICLE 2 – VALIDITY OF THE TENDERS**

Tenders are valid for 180 calendar days as from the closing date for their submission.

**ARTICLE 3 – DURATION OF THE CONTRACT**

The duration of the framework agreement is set out in Article 2 of the Legal Conditions in the Act of Engagement.

**ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE**

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

**ARTICLE 5 – Content of the tender file**

The tender file is composed of:

* Technical specifications/Terms of reference;
* Tender rules;
* An Act of Engagement, including the Legal Conditions of the contract.

**ARTICLE 6 – LEGAL FORM OF TENDERERS**

The tenderer must be a legal person.

**ARTICLE 7 – SUPPLEMENTARY INFORMATION**

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: [skopje.office@coe.int](file:///C:\Users\zafirovska\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\SYF6GM73\skopje.office@coe.int)

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

**ARTICLE 8 – MODALITIES OF THE TENDERING**

Tenders must be sent to the Council of Europe **electronically.**

**Electronic copies** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int) with reference no. **20YYAO98** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

**ARTICLE 9 – Deadline for submission of tenders**

The deadline for the submission of tenders is 21 December 2023 by 23:59 CET.

**ARTICLE 10 – ASSESSMENT OF TENDERS**

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

**ARTICLE 11 – NEGOTIATIONS**

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

\* \* \*

**FINAL CHECK LIST**

1. **BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:**

* **One** completed and signed copy of the Act of Engagement;
* A list of all owners and executive officers, for legal persons only;
* Registration documents (*ДРД образец*);
* List of main services provided by the tenderer for the last 3 (three) years;
* A copy of the audited financial statements of the company, or any equivalent document, for the past 3 (three) financial years (profit and loss account) and Auditor’s/accountant’s report indicating the annual turnover over the past 3 (three) years of reference according to the company’s practice, issued by the relevant authority in the country of registration;
* 3 (three) reference letters from customers, to demonstrate 3 years of experience in providing publications, design and production of visibility items during the period 2020 – 2023 AND/OR 3 (three) reference letters from customers, to demonstrate 3 years of experience in production of promotional videos during the period 2020 – 2023;
* CVs of the contact person, the designer and at least one more person assigned to the excution of this agreement, describing their experience, compentences and language skills (as referd to under Section E, Award Criteria of the Terms of Reference);
* List of technical equipment, tools and software to be used for performing the required services;
* (i) A Court Declaration (Потврда за неосудуваност) not older than 6 (six) months and (ii) Tax Declaration in a form of an Original Statement from the Tax office (or relevant Authority), that the tenderer has paid all the profit taxes and social insurance taxes (issued by relevant authorities not earlier than 2 (two) months before the deadline for submission of tenders).

1. **HOW TO SEND TENDERS?**

Tenders must be sent to the Council of Europe **electronically.**

Electronic copies shall be sent only to [cdm@coe.int](mailto:cdm@coe.int) with reference no. **2023AO98** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 21 December 2023 by 23:59 CET.

1. [www.coe.int](http://www.coe.int) [↑](#footnote-ref-1)
2. The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

   * An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth requirements listed above under “exclusion criteria” are met;
   * A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met;
   * For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer.

   [↑](#footnote-ref-2)
3. The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred. [↑](#footnote-ref-3)
4. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-4)